



Job Announcement

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Opening Date:	March 26, 2015	Closing Date:	April 9, 2015
Job Title:	Recordation Clerk I/II	Position Type:	Regular Full Time
PIN:	060011, 085693, 059791, 060081	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J05 \$28,973 - \$34,289 J06 \$30,761 - \$36,447
Financial Disclosure:	No		(Depending on Qualifications)

Essential Functions: The Recordation Clerk I/II assists and processes incoming land record instruments at the counter and by mail, determines recordability, calculates and collects payments and operates a cash register. The incumbent indexes documents by entering relevant data into a computerized database and proofs completed indices. Assists customers by phone and in person by providing information regarding Clerk's Office procedures. The Recordation Clerk I/II performs other duties as assigned. The Recordation Clerk I and Recordation Clerk II are differentiated by the degree of supervision and level of work performed. The Recordation Clerk I performs entry level work and the Recordation Clerk II performs the full range of land records and cashiering duties.

Education: High School Diploma or GED.

Experience: Level I - Two years of general clerical experience or one (1) year of land records related experience.

Level II - Two years of general clerical experience, one (1) year of which must have included land records related experience.

Skills/Abilities: Ability to learn and apply relevant legal terminology, policies, procedures, regulations and codes. Ability to use basic arithmetic calculations, including discounts, interest, proportions and percentages. Ability to identify and transcribe relevant information. Ability to communicate in an effective, patient, and tactful manner with customers and co-workers. Ability to verify comments and notations and record essential information. Ability to interpret documents and to apply job related terminology. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to operate standard office equipment. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors, or 5,000 kph net with no more than 10 errors, as determined by a successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to stand and sit for extended periods of time. Ability to lift up to 10 lbs. using proper lifting techniques. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.